


ADMINISTERING A LARGE ESTATE

You must do the following:

- Give the “**Notice Regarding Estate**” to all heirs at law and beneficiaries under the will within 30 days. See Va code 64.2-508. (They do NOT need to sign anything!).
- Complete and return the “**Affidavit of Notice Regarding Estate**” to the clerk’s office within 4 months. This document must be signed by you in front of a notary or at the Clerk’s Office. You must list the people to whom you delivered the “Notice Regarding Estate,” where/how you delivered it, and the date it was delivered. There is an \$18.00 fee to record the Affidavit of Notice.

MAIL (WITH \$18) TO: HENRY CO. CIRCUIT COURT ATTN: PROBATE
3160 KINGS MOUNTAIN RD. STE B MARTINSVILLE VA 24112

- Take charge of and protect all the assets of the decedent. You need to transfer assets out of the decedent’s name. Be sure to remove the decedent’s name from *any* Insurance Policy for which they are a policy holder. (ex. car or homeowner’s insurance, even if it is a joint policy)
- All money received by you as the Administrator/Executor of the Estate must be deposited into an estate checking account. You will need an EIN # to open the estate checking account at the bank of your choice. To obtain an EIN # go to: www.henrycountyva.gov/174/probate.
Please print the certificate at the end to take to the bank. (If you use a third-party site, they may charge). Keep a record of deposits and withdrawals. *You will also need the EIN# for filing the taxes for the estate. Keep a record of debts, debts paid and distributions. *
- File a detailed **Inventory** with the Commissioner of Accounts within 4 months of the date on which you qualified as Administrator/Executor. * Contact info on back 
- Pay what bills/debts that are due. If the estate does not have enough money to pay all bills, consult your attorney. (Consult your Commissioner of Accounts for when disbursements can be made)
- File a detailed **Accounting** of your handling of estate assets and funds. (See instructions and packet from the Commissioner of Accounts)
 - Or a Statement in Lieu of Settlement (after 6 months if you are the sole beneficiary)
- **As an executor or administrator of an estate, you are charged with the responsibility of filing any income, inheritance or estate tax returns required by state or federal law and an accounting of your handling of the estate.** Please consult a tax accountant and/or visit the IRS website at [Responsibilities of an Estate Administrator | Internal Revenue Service \(irs.gov\)](http://Responsibilities%20of%20an%20Estate%20Administrator%20-%20Internal%20Revenue%20Service%20-%20IRS.gov), for more information on when and how to file taxes. ****Estate tax returns are not due the same time as State and Federal taxes.***

COMMISSIONER OF ACCOUNTS: JOHN P. HANCE

***** PLEASE DO NOT CONTACT HIS OFFICE UNTIL YOU
HAVE RECEIVED YOUR PACKET *****

PHYSICAL ADDRESS

25 WEST CHURCH STREET
MARTINSVILLE, VA 24112

MAILING ADDRESS

P.O. BOX 1068
MARTINSVILLE, VA 24114

TELEPHONE: (276) 632-3363

EMAIL: coa@hancelawva.com

SECRETARY: MISSY WOOD

HOURS:

MONDAY – THURSDAY 9:00 A.M. – 5:00 P.M.
FRIDAY 9:00 A.M. – 2:00 P.M.

**YOU SHOULD RECEIVE A PACKET FROM MR.
HANCE’S OFFICE WITHIN 30 DAYS.**